

SENIOR INVESTIGATOR (PA III)*Employment Opportunity**The Board of Prison Terms is an Equal Employment Opportunity Employer***JOB LOCATION**

Board of Prison
Terms
1515 K Street
Sacramento, CA
95814

POSITION STATEMENT – (Permanent, Full-time)
Permanent, Full-time – 2 Positions Available

Under the general supervision of the Chief of Investigations (COI), the Senior Investigator (SI) conducts difficult, sensitive, and comprehensive investigations for the Governor's Office and the BPT, maintains positive liaisons with individuals and agencies involved in the administration of criminal justice, and provides security for BPT staff during public meetings, and as needed on a daily basis.

Responsibilities include: 1) Conduct investigations for the Governor's Office where possible commutation of sentence is considered, including: Death Penalty cases, after the death sentence is affirmed by the California Supreme Court; Battered Woman's Syndrome cases; upon acceptance of an application for clemency by the Governor's Office or identification of an appropriate case by the BPT; Compassionate Release Cases; or Disputed Sentence and Innocence Claims which merit review; 2) Conduct special investigations for the BPT, including: recall of sentence cases, upon a recommendation by the sentencing judge or the California Department of Corrections (CDC); life prisoner cases, when the facts or circumstances of the crime(s) and degree of culpability are questioned by Board Commissioners during parole consideration hearings; confidential informant cases, when requested for assistance by local, county, and federal criminal justice agencies; Foreign Prisoner Transfer cases; Work Place Violence cases, when a BPT staff member has been threatened or presents a threat to the workplace; and Pre-Parole cases, which review parole plans of life prisoners granted parole; 3) Conduct Internal Affairs investigations and background investigations on prospective employees as needed. Prepares memos and correspondence for the COI, Executive Officer, and Chairman, as well as suggested response letters for the Governor and his staff; 4) Establishes and maintains close working relationships with Judges, District Attorneys, Sheriffs, Chiefs of Police, Public Defenders, and Probation Officers. Maintains close liaison with Institutions and Parole and Community Services Division staff, and other agencies of the criminal justice system. Assists out-of-state agencies with special investigations; 5) Serves as subject matter expert/trainer for the BPT in areas such as workplace violence, BWS, security, CLETS, and Firearms.

Positions are located in Sacramento. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms.

Incumbents are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training.

SALARY

\$6,292 - \$7,648

DESIRABLE QUALIFICATIONS

- Flexible and independent worker. Well developed oral and written communication skills and strong interpersonal skills.
- Ability to work as a team member.
- Proficient with Microsoft Windows.
- Ability and willingness to travel overnight.
- Awareness of the organization, mission and values of the Board of Prison Terms.

FINAL FILING DATE

October 15, 2004

SEND APPLICATION TO

**Board of Prison Terms
1515 K Street
Sacramento, CA 95814**

Those eligible for appointment to the classification of Parole Agent III. State employees with current status in the above classification, persons with list eligibility, interest in lateral transfer from an equivalent class, or reinstatements. All interested applicants must submit a resume, and a standard State Application Form (STD 678) to the contact person identified below and must clearly indicate the basis of their eligibility in line item number 12 (Explanation) of the STD 678.

Those who previously applied during the announcement with the final filing date of September 17, 2004, need not reapply. Those applications are on file and will be screened for interview.

FOR ADDITIONAL INFORMATION CONTACT David McAuley at (916) 322-9469

THE BOARD OF PRISON TERMS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.